



Finance Department

Kendel Taylor
Finance Director

Two Sides of Finance

Finance Director

- Admin
- Risk Management

Tax Administration "Assess and Collect the Taxes"

- Revenue
- Real Estate
- Treasury

Financial Management "Keep the Books"

- Accounting
- Purchasing
- Pension

Kendel Taylor

- Finance Director
- BA, Albright College
- MPA, Virginia Tech
- Former Assistant Budget Director
- Former Budget Analyst
- With the City since 1995



Kevin Greenlief

- Assistant Director, Revenue Division
- BA, University of Virginia
- MPA, George Mason
- Retired Director, Department of Tax Administration, Fairfax County
- With the City since 2016



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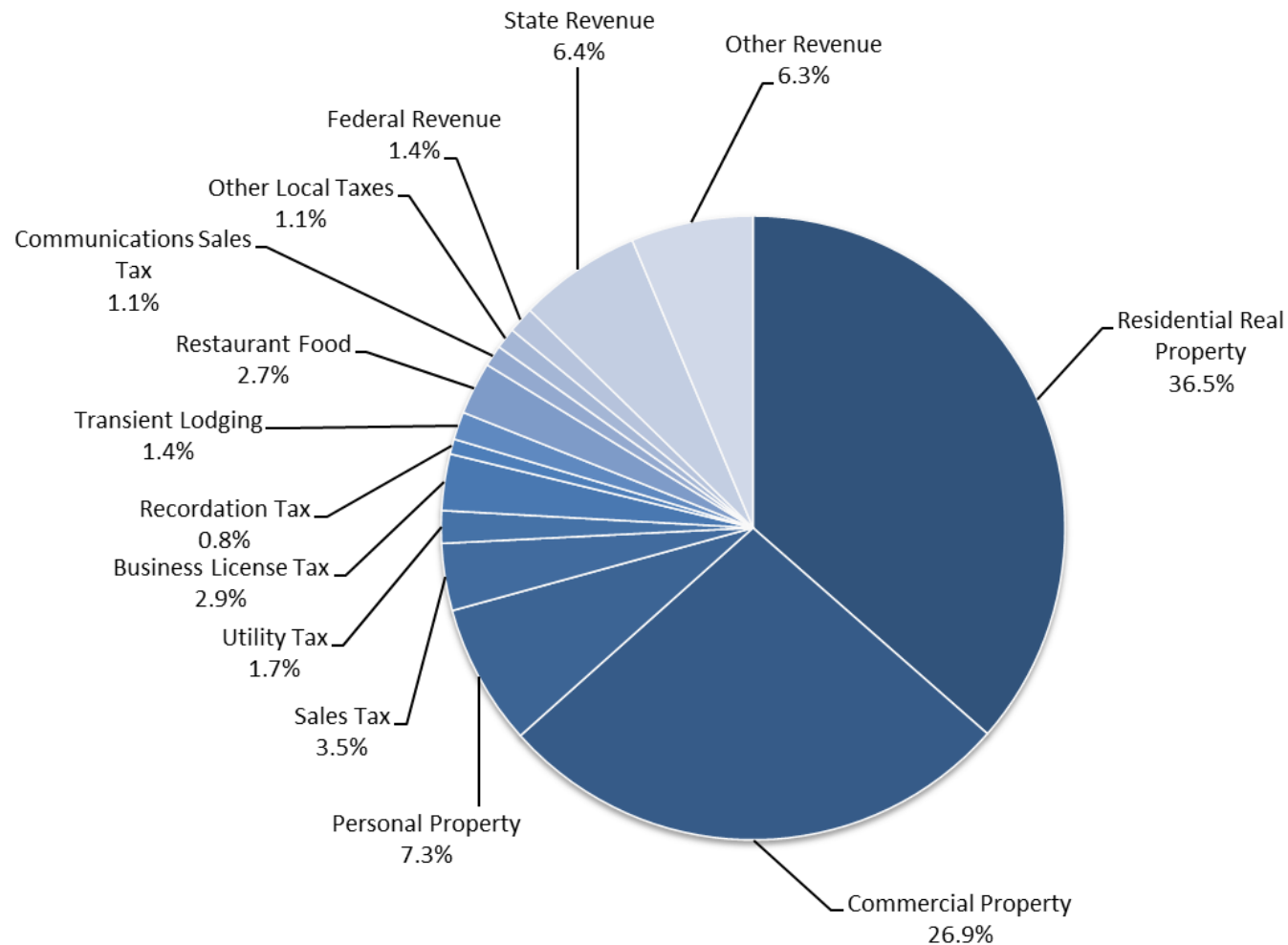
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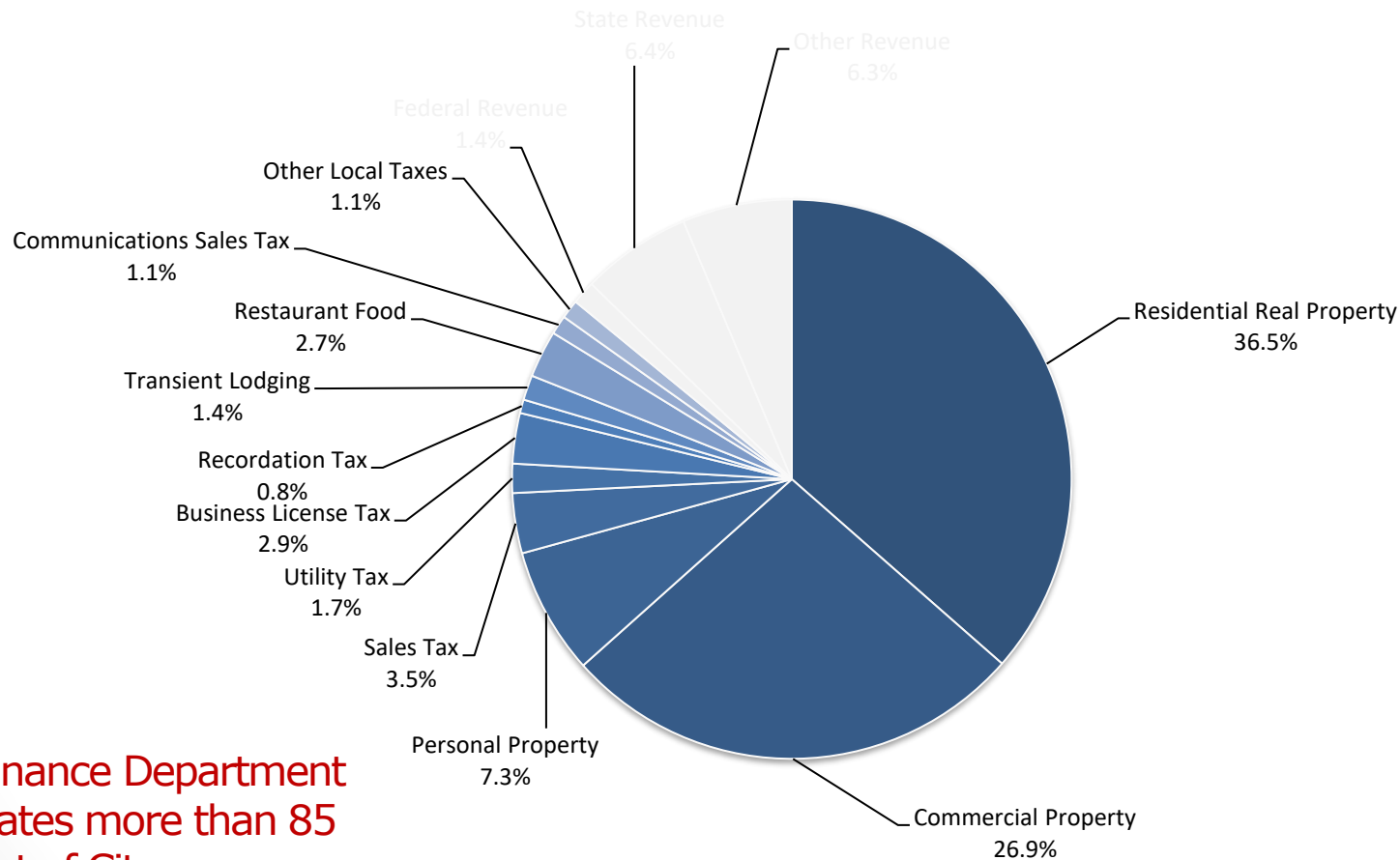
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FY 2021 City Revenue



City Revenue Generated by the Finance Department



The Finance Department generates more than 85 percent of City revenue

Revenue Division

- Car Tax Team
 - Car Tax assessments
 - Previously handled Decals
 - Customer Service

- Business Tax Team
 - BPOL, BPP
 - Meals, Transient Lodging, Admissions
 - Appeals
 - Permit Center- One Stop Shop

- Discovery and Collections Team
 - RADAR (Research And Discover All Registrations)
 - Discovery & Collection Tools

Revenue Key Figures

- FY 2021 Budget: \$3.4 million
- FY 2021 FTE: 30
- Assess approximately 130,000 vehicles
- Nearly 12,500 business licenses
- Real estate and personal property tax collection rate— 99.3% in FY 2020

Real Estate Division

- Annually assess every property in City
- Manage appeals
 - Administrative
 - Board of Equalization
- Maintains official tax roll

Real Estate Key Figures

- FY 2021 Budget: \$1.3 million
- FY 2021 FTE: 12
- Approximately 46,262 parcels assessed in CY 2021
- Average residential property value in CY 2020 is \$615,858
 - Single family: \$839,961
 - Condo: \$375,070

Treasury Division

- Accounts receivable
- Processes payments from many sources
 - in person
 - online
 - mail and lockbox
 - dropbox
- Customer Service
- Creates and mails all tax bills
- Manages daily City cash flow and investments

Treasury Key Figures

- FY 2021 Budget: \$2.6 million
- FY 2021 FTE: 16.5
- Collected more than \$800 million in payments in FY 2020
 - \$446 million Real Estate
 - \$ 55 million Car Tax, Decals and BPP
 - \$ 36 million BPOL

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Accounting Division

- General Accounting
 - Accounts payable
 - General ledger maintenance and management
- Financial Reporting
 - Comprehensive Annual Financial Report (CAFR)
 - Council, Senior Management, Governmental
- Payroll
 - Generates all City paychecks
- Annual Audit

Accounting Key Figures

- FY 2021 Budget: \$2.7 million
- FY 2021 FTE: 16.75
- More than 75,000 paychecks annually
- More than 36,000 vendor payments
- Alexandria's CAFR– GFOA's Certificate of Excellence for more than 40 years

Purchasing Division

- Competition
 - Lower prices
 - Equal access for all vendors
- Small purchases
 - Less than \$5,000
 - Pcards
- Large purchases
 - More than \$5,000
 - Structured processes to increase competition

Purchasing Key Figures

- FY 2021 Budget: \$0.5 million
- FY 2021 FTE: 11
- In FY20, completed 47 formal solicitations
- Managed 742 active contracts
- Issued more than 2,000 purchase orders
- Recovered more than \$242,000 from surplus property and impounded auto sales

Pension Division

- Retirement Administration
 - Assists employees navigating the City's mandatory and voluntary retirement plans
 - Assists employees filing for retirement

- Pension Administration
 - Staffs City's three Pension Boards
 - Invests pension financial resources in accordance with Boards' direction

Pension Key Figures

- FY 2021 Budget: \$1.0M
- FY 2021 FTE: 6
- Administers seven retirement plans and one other post employment benefit (OPEB) trust
- Coordinates with Virginia Retirement System (VRS)
- Over \$560 million in assets
- Manages 4,125 participants spread across the multiple plans

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Admin Division

- Department Oversight
 - Finance Budget
 - Human resources and IT
 - Communications
- Financial Management
 - Enterprise Resource Planning (ERP)
 - City Council monthly financial reports
 - Supplemental budget appropriations
 - Manages City Debt Financing
 - Fiscal Analysis and Revenue Forecasting
- Risk and Claims Management
 - Monitors City Risk Trends, Trains City staff
 - Managers general liability, Workers Comp Claims
 - City is Self-Insured; Use of "Umbrella" policies

Admin Key Figures

- FY 2021 Budget: \$1.5M
- FY 2021 FTE: 12
- Facilitates and supports the work of the Department
- Establishes department policies
- Final adjudicator of tax laws
- Handles 200 worker's comp claims and 100 liability claims annually



Finance Department Values

Financial Stewardship

- Without fair, accurate, and efficient tax collection, the City could not operate
- Accurate, complete, and timely financial management enables us to get the most out of our money
- We manage the City's financial resources on behalf of our community
- **We are stewards and keepers of the public trust**

Customer Service

- Along with police officers and solid waste collectors, Finance is the Face of the City—

Daily Interactions with the Public!

The Finance Department



How can we help you?